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Office Memorandum • UNITED STATES GOVERNMENT

25X1A9a TO : Mr. [REDACTED]
 FROM : Transportation Division
 SUBJECT: Monthly Report of Transportation Activities - April 1948

DATE: 11 May 1948

The following report covering activities of the Transportation Division during the month of April is submitted pursuant to your request.

1. Status of Personnel:

- (a) T/O as of 1 April 1948 - 54 positions
- (b) Total number actually on duty by sections

Office of the Chief	1
Shipping Section	2
Motor Pool	46

(c) Number of personnel interviewed for whom actions have been initiated:

Motor Pool (Chauffeurs)	1
Motor Pool (Truck Driver)	2

Recruitment requests are on file with the Personnel Branch for one (1) stenographer, CAF-4, and one (1) Mechanic's Helper, CPC-4.

25X1A9a During the month we had one (1) Auto Mechanic, CPC-6 enter on duty which filled both these slots in the garage. We also had one (1) Heavy Truck Driver at \$1.12 per hour ([REDACTED]) enter on duty. It is expected that the two pending Truck Drivers will enter on duty very shortly. These are replacements for two resignations.

Due to the increase in work in the office relative to cargo movements a Stenographer is urgently needed.

The Motor Pool has been functioning satisfactorily with a minimum of complaints due to lack of service. There were a number of requests for service delayed due to nonavailability of cars at the time but they were eventually furnished the transportation. There were no calls for service refused during the month.

2. Truck Operations:

The following truck operations were performed during the month:

9 Trips to New York
 1 Trip to Wilmington
 256 Local hauls in and around Washington

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3. The following is a report of the activities of the [REDACTED] Garage and Que Building Motor Pool.

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Repair Jobs		29
Labor	\$976.35	
Parts	264.07	
Repair Jobs Performed Outside		7
Labor	\$ 93.97	
Parts	49.61	
Maintenance Work		
Cars Washed		39
Cars Lubricated		36
Other Service Jobs		121
Labor	\$767.25	
Parts	211.67	

976.35
264.07
1713.60

Total value of labor performed in the garage was \$1743.60 during the month. This work was performed by two (2) Supervisor Auto Mechanics; two (2) Auto Mechanics and one (1) Mechanic's Helper, total monthly salaries of these five men being \$1028.50, indicating a saving of \$715.10.

(b) Que Building Motor Pool

928 - Total trips made
42.1 - Average number trips per day
7701 - Total miles operated
350 - Average miles per day
8.3 - Average miles per trip
43.5 - Average time per trip

During the month we had an average of approximately 2.4 calls per day which were delayed, but there were no requests for service refused due to lack of cars or drivers. These calls that were delayed were all taken care of within five or ten minutes after the requests were received.

Forty-two (42) passenger carrying vehicles operated a total of 32,179 miles, while twenty-nine (29) trucks operated a total of 18,626 miles during the month.

4. Volume of work and flow of personnel through the Shipping Section for the month was as follows:

Rail Reservations	33
Airline Reservations	26
Hotel Reservations	10
Fare Quotations	149
Persons Processed Overseas	13
Transportation Requests	120

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Chief, Transportation Division